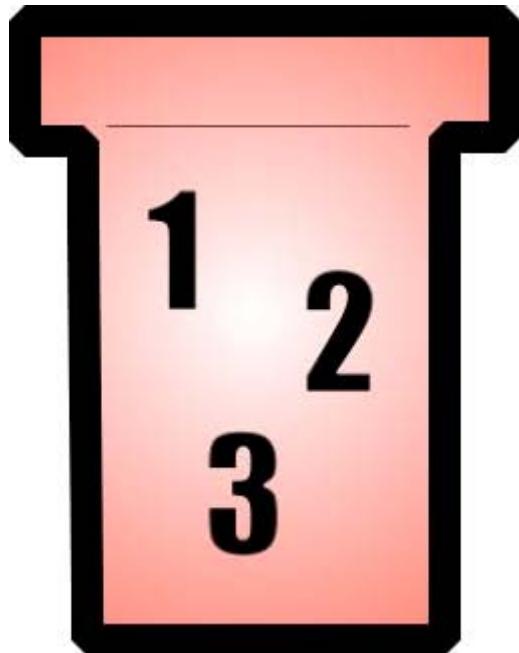


Speedy Vet Pill Counter



User Manual

Installing Speedy Vet Pill Counter Hardware

This installation guide explains how to connect the Speedy Vet Pill Counter hardware to your computer and the steps of installing the software.

Step 1

NOTE: do not plug in the USB side of any cable to the computer until directed to do so.

Step 2

Unpack the scale and its power supply, the USB Serial cable (installation does not use the 25-pin adapter), USB Serial cable CD located behind the cable packaging, the 9-pin mini-gender changer, and the barcode reader.

Step 3

Place the scale on a flat surface and adjust the front legs to center the level located on the front of the scale.



Step 4

Connect the power supply to the plug in the back of the scale. Turn the scale on by pushing the On/Off button.



Step 5

Connect the 9-pin mini-gender changer to the USB Serial cable. Screw in the thumbscrews.



Step 6

Connect the USB Serial cable with mini-gender changer to the 9-pin port on the back of the scale. Screw in the thumbscrews to tighten.

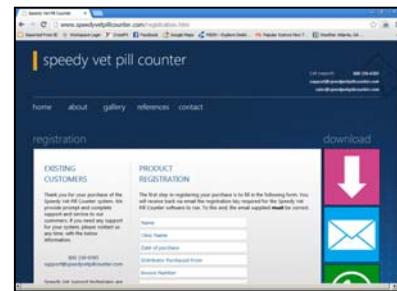


Installing Speedy Vet Pill Counter Software

Step 1

In your web browser, go to:
www.SpeedyVetPillCounter.com/registration.htm

Complete the registration. You will receive your registration key by email.



Step 2

On the registration page, select the 'Download' link at the top right of the page (pink download icon):

Select 'Run'. You may be alerted that downloading software can be harmful if you are running Windows 7 or Windows 8. Click 'Run Anyway' or 'More Info' then 'Run Anyway'.

Follow all defaults during installation except rebooting computer; if asked to reboot, do this after installation is finished. Several driver installations will start in addition to the main Speedy Vet install app (POS .NET, Motorola Symbol OPOS, USB-to-Serial). Follow all defaults for these driver installations as well except rebooting.

Step 3

On some versions of Windows, a driver may appear in the background and installation appears to halt; in this case, click on the blue icon in the task tray to bring it to the front.

Step 4

Once you have your registration key, connect both USB cables (barcode reader and USB Serial cable) to the computer. After connecting both USB cables, the drivers for these two devices will be installed. This device driver installation may take a minute. Do not start the Speedy Vet Pill Counter app yet.

Step 5

The barcode scanner is shipped in keyboard emulation mode. For the most intuitive user experience, it is suggested to place the barcode scanner in USB mode. To do this, scan the "IBM Hand-Held USB" barcode below.



IBM Hand-Held USB

If you would like to use the barcode scanner within your practice management software, it can be left in the keyboard emulation mode (or scan barcode below). Note that this limits the user experience in Speedy Vet Pill Counter.



*HID Keyboard Emulation

Step 6

Start Speedy Vet Pill Counter by double-clicking the icon on the desktop. Enter your Customer ID and Product Key that you received by email (may be up to 24 hours after registering).

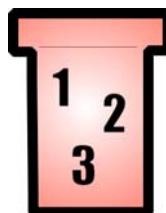
Step 7

Select COM port if asked to do so; the default highest number COM port works on most installations.

Tutorials or HELP

Installation is complete. For detailed operation, please refer to the owner manual below or by selecting 'Help' and then 'View Help' on the menu bar. Or you can visit www.SpeedyVetPillCounter.com to watch detailed how-to videos.

If you need further assistance, please contact technical support by email or phone at www.SpeedyVetPillCounter.com.



Overview

The Speedy Vet Pill Counter for Veterinarians software and scale is designed to automate the process of counting pills during dispensing of medication to patients and during inventory cycle counts.

A medication is first calibrated by weighing the empty bottle with cap and then weighing the empty bottle with 50 pills. This allows the software to record the empty bottle weight and the average pill weight for each medication, along with its barcode, description, and notes. With this information the software can calculate the number of pills in a bottle simply by placing the entire bottle with contents on the scale (inventory cycle count mode). It can also calculate the number of pills being dispensed into a pill vial (dispensing mode).

In addition to pills, Speedy Vet Pill Counter can be used to count the volume of liquid in an injection bottle, thus adding to the ability for veterinarians to do a complete inventory cycle count of all medications quickly and easily.

Initial Setup

On initial use, the COM port will have to be set to communicate with the scale. An error message (see Figure 1) may be displayed to let the user know that communication with the scale is not setup properly. Click OK to move on to the main Speedy Vet Pill Counter window (see Figure 2), where the COM port can be set.

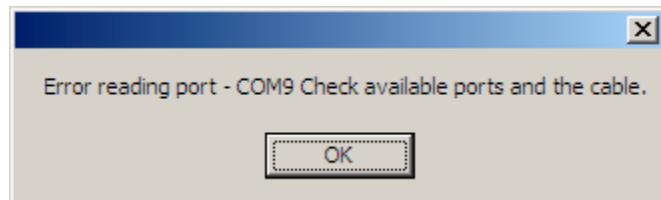


Figure 1: Error message if COM port not found

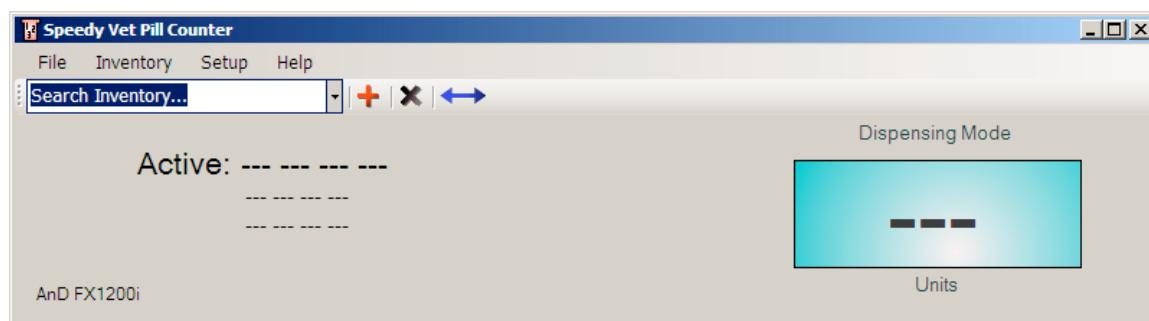


Figure 2: Start Up Window

On the menu, click ‘Setup’ and then ‘Select COM Port...’ (see Figure 3) to select the correct COM port. In this window (see Figure 4), simply select the correct COM port and click OK. Note: it will usually be the last COM port available. Once the correct COM port is selected, pills can be counted.

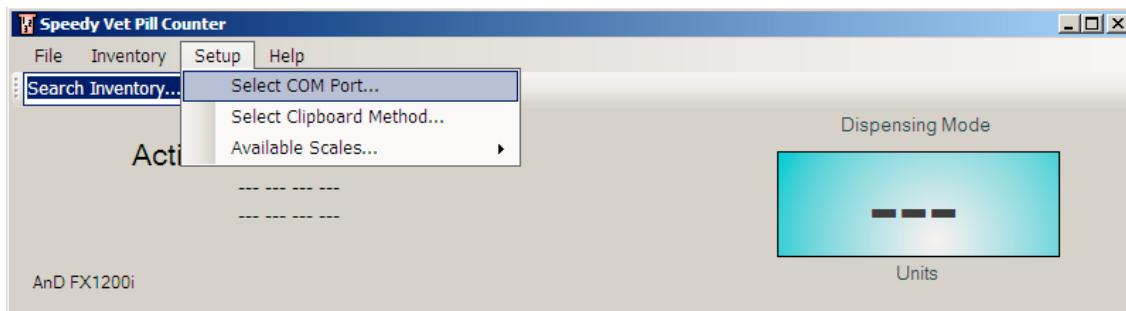


Figure 3: ‘Select COM Port...’ Menu Item

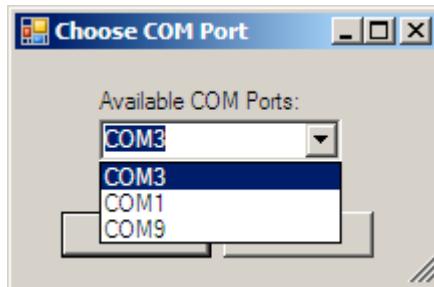


Figure 4: Choose from Available COM Ports

Internal Inventory Database

Speedy Vet Pill Counter is pre-installed with common veterinary drugs. Internal inventory database items are noted with an “[I]” at the end of the name; “INTERNAL” is also noted in the notes section below the name and barcode. Unless otherwise noted in the notes section, these inventory items are all measured with (1) a moisture pack if shipped with one, (2) paper instructions removed, (3) cotton and foil removed from the bottle.

Adding an Inventory Item

To add an inventory item, click the ‘Add Item’ shortcut icon on the menu bar or on the menu select ‘Inventory’ and then ‘Add Item...’ (see Figure 5).

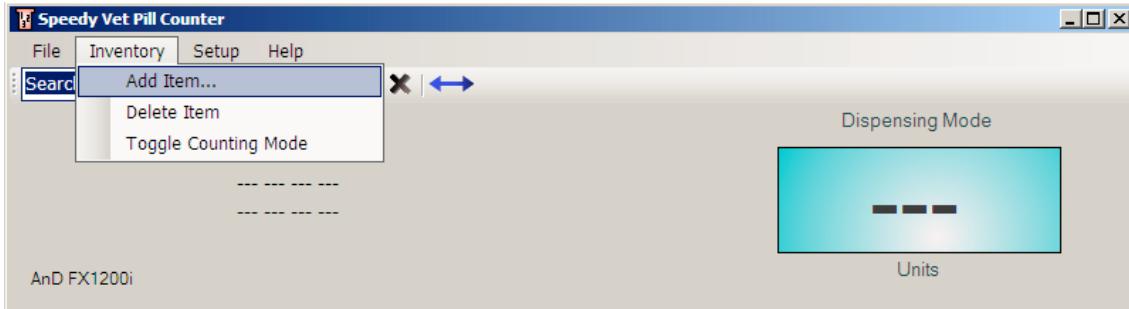
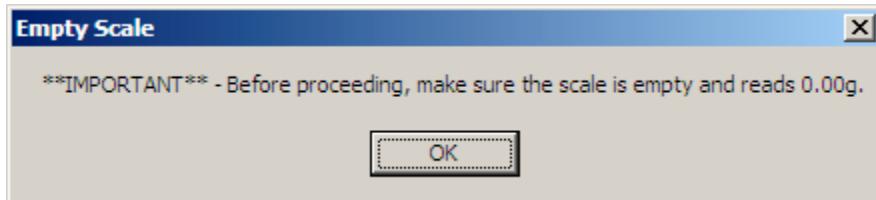


Figure 5: 'Add Item...' Menu Item

This will bring up the Add Inventory Item window (see Figure 6) where a step-by-step process will be followed.



It is important to keep any weight off the scale until prompted to do so - the scale should read 0.00g initially. It is also important to take the bottle off of the scale when filling it – again the scale should read 0.00g before weighing the bottle with pills. The warning above gives a warning to this effect each time an item is added. Note also that the scale is very sensitive and may be affected by drafts. To maximize accuracy, it is best to place it in a draft-free area.

The following steps will be highlighted in the ‘Add Inventory Item’ window as the process is stepped through. Adding an injectable inventory item will be discussed separately below.

Step 1: Scan the barcode of the item to be added. Note that some pharmaceuticals do not have a barcode. In this case, simply hit OK to move to the next step. If the barcode has been used before, the user will be asked if the item is to be replaced.

Step 2: Enter the description of the item to be added.

Step 3: Place the empty container on the scale. For most veterinary practices, the empty container should include the bottle, lid, and moisture-absorbing packet. It should not include cotton, foil, or paper instructions. Wait for a stable scale reading and click OK.

Step 4: Place 50 pills in the container. **Important** - take the empty container off the scale to fill it with 50 pills. The scale should read 0.00g before placing the container with pills on the scale. Failure to do so may result in count errors. Wait for a stable scale reading and click OK.

Step 5: Enter the units of the inventory item, e.g. pills, capsules, etc., and click OK.

Step 6: Enter any notes that may need to be displayed for this particular inventory item and click OK.

Step 7: After adding the inventory item, the main window will automatically enter into Cycle Count Mode (see Figure 7) with the item that was just added as the active item. This provides a

double-check to the user that the item was added correctly. The count display should always equal '50' after adding an inventory item (this does not apply to injectables).

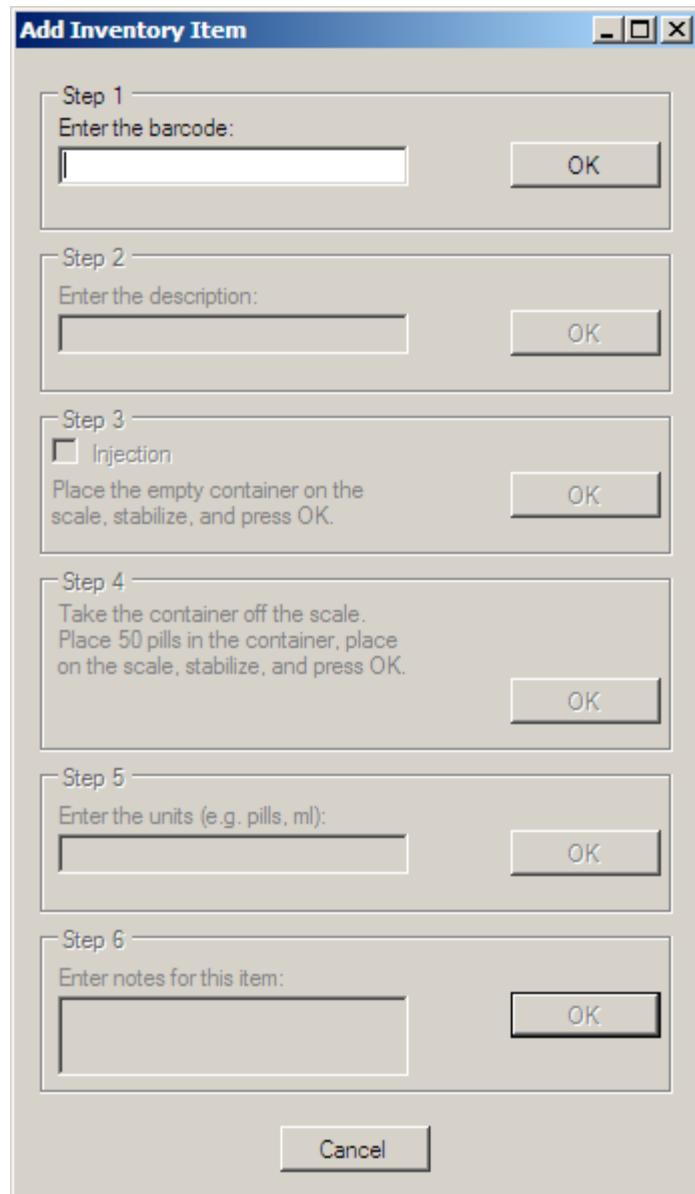


Figure 6: 'Add Inventory Item' window

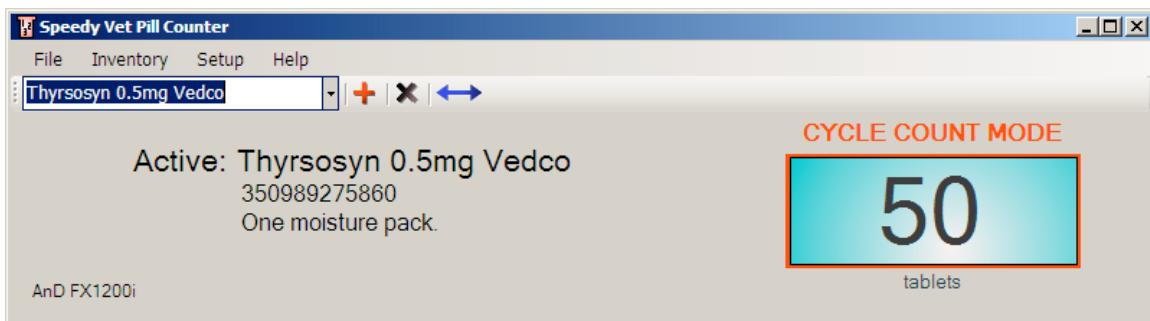


Figure 7: Enters Cycle Count Mode after Adding Item. Equals 50 capsules.

Adding an Injection

The injection feature of Speedy Vet Pill Counter is meant to be used in Cycle Count Mode only and is an approximation. An assumption is made that the weight of all injections are equal. The accuracy depends on the type of injectable. Water-based injectables will be fairly accurate; thicker injectables will have larger errors (e.g., Euthasol).

The following steps will be highlighted in the ‘Add Inventory Item’ window as the process is stepped through (see Figure 8)

Step 1: Same as before. Scan the barcode of the item to be added. **Important** - the scale should be empty and read 0.00g at this point.

Step 2: Same as before. Enter the description of the item to be added.

Step 3: Check the ‘Injection’ checkbox. Place a known quantity of injectable on the scale, for example a full 10ml bottle of the injectable that has not been used. If it is not an unused bottle, the injectable can be drawn into a syringe and measured before this step. Wait for a stable scale reading and hit OK.

Step 4: Enter the number of ml’s that are in the injectable container, e.g. 10. Wait for a stable scale reading and hit OK.

Step 5: ‘ml’ is automatically entered into this text box. However, the user can change it if desired. Hit OK.

Step 6: Enter any notes that may need to be displayed for this particular inventory item and hit OK.

Step 7: After adding the inventory item, the main window will automatically enter into Cycle Count Mode (see Figure 9) with the item that was just added as the active item. This provides a double-check to the user that the item was added correctly. The count display should always equal the amount of injectable in the full container after adding an inventory item.

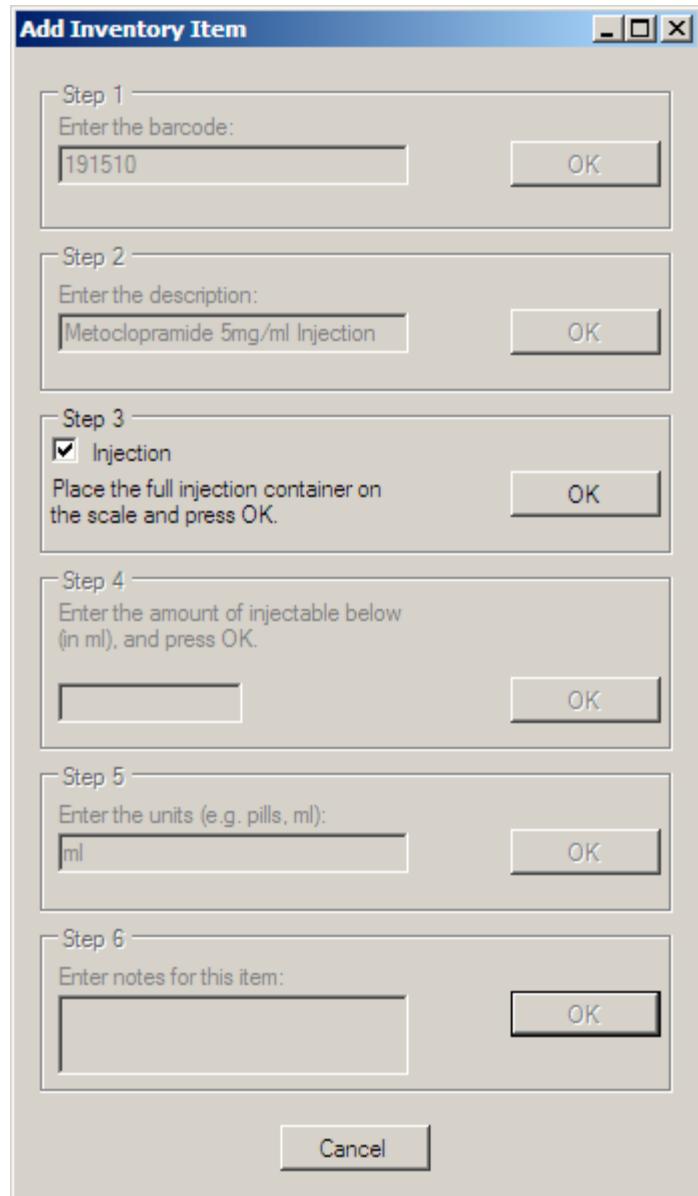


Figure 8: 'Add Inventory Item' Window for an Injectable

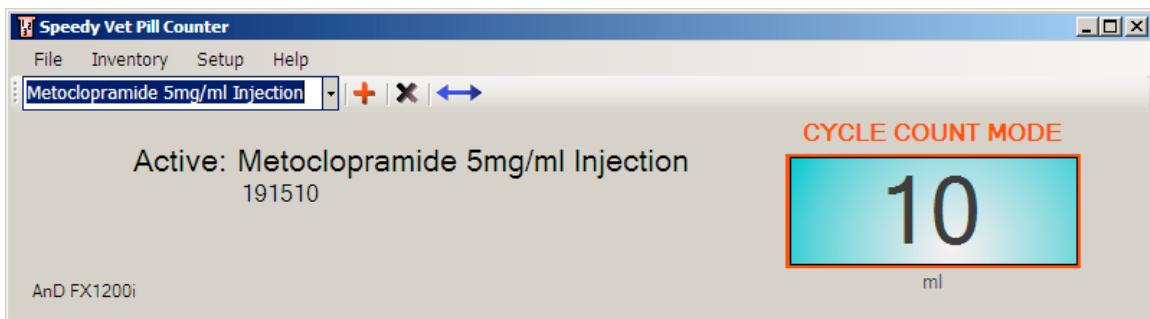


Figure 9: Enters Cycle Count Mode after Adding Item. Equals amount of injectable used.

Toggle between Cycle Count Mode and Dispensing Mode

Switching between Cycle Count Mode and Dispensing mode is done by clicking the 'Toggle Counting Mode' shortcut icon on the menu bar or on the menu select 'Inventory' and then 'Toggle Counting Mode'.

Cycle Count Mode

IMPORTANT: Before switching to Cycle Count Mode, make sure the scale reads 0.00g. The scale must be zeroed before performing a cycle count. To perform a cycle count, scan the barcode of a bottle and place it on the scale. After a short delay for the scale to settle, the count will be shown in the blue window.

The last count shown in the window is automatically copied to the Windows clipboard in order to paste it into a Word document or Excel document. The user can choose between two modes of automatic clipboard copying, (1) Item Details plus count or (2) Count only. The method used can be chosen on the menu – select 'Setup' and then 'Select Clipboard Method...'.

Dispensing Mode

To use Speedy Vet Pill Counter to dispense medications, toggle the count mode by clicking the 'Toggle Counting Mode' shortcut icon on the menu bar. 'Dispensing' should be displayed above the blue count window.

Scan the barcode of the medication to be dispensed. Place a pill vial on the scale. You will see a count displayed in the blue count window as the weight of the vial is added to the scale. In order to start at a zero weight, select the "Re-Zero" button on the scale. This will cause the scale to read 0.00g and the count in the count window will be '0'. The medication can now be placed in the pill vial and Speedy Vet Pill Counter will display how many pills are in the vial.

Deleting an Inventory Item

To delete an inventory item, click the button on the menu bar or select 'Delete' from the 'Inventory' menu item (shown in Figure 10).

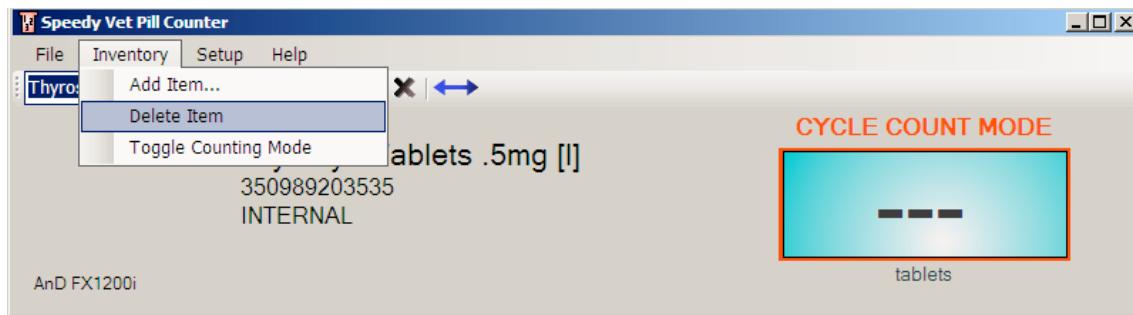


Figure 10: Delete an Inventory Item

A pop-up window will ask to make sure deleting the item is desired (see Figure 11). Internal database items cannot be deleted, and the user will be told that the procedure cannot be completed.

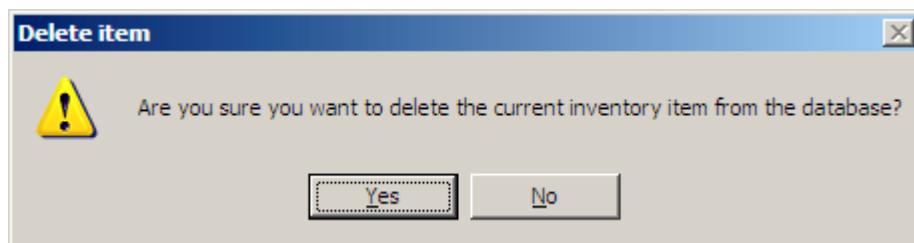


Figure 11: Delete an Inventory Item Pop-up

Printing the Inventory List

To print the current Inventory List, click 'File' on the menu bar and select 'Print...' (see Figure 12). The list is automatically printed to the default Windows printer.

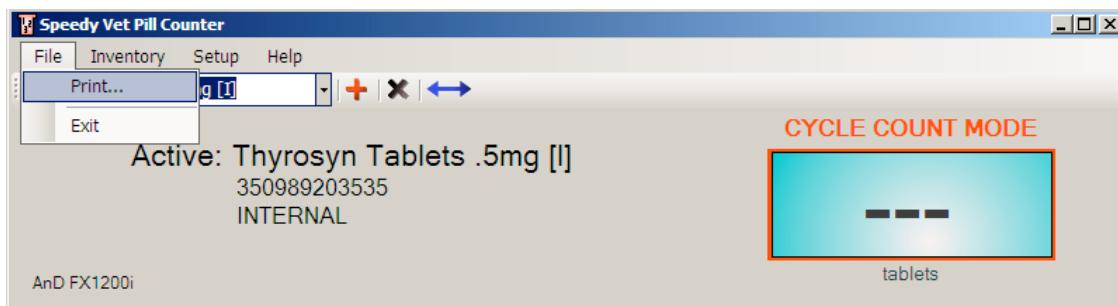


Figure 12: Print Inventory List

Software Updates

To check for software updates, click on the Windows 'Start' icon, select the 'Programs' folder, select the 'Speedy Vet Pill Counter' folder, and click "Speedy Vet Pill Counter Update". This should be done periodically to check for software and internal database updates.

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